

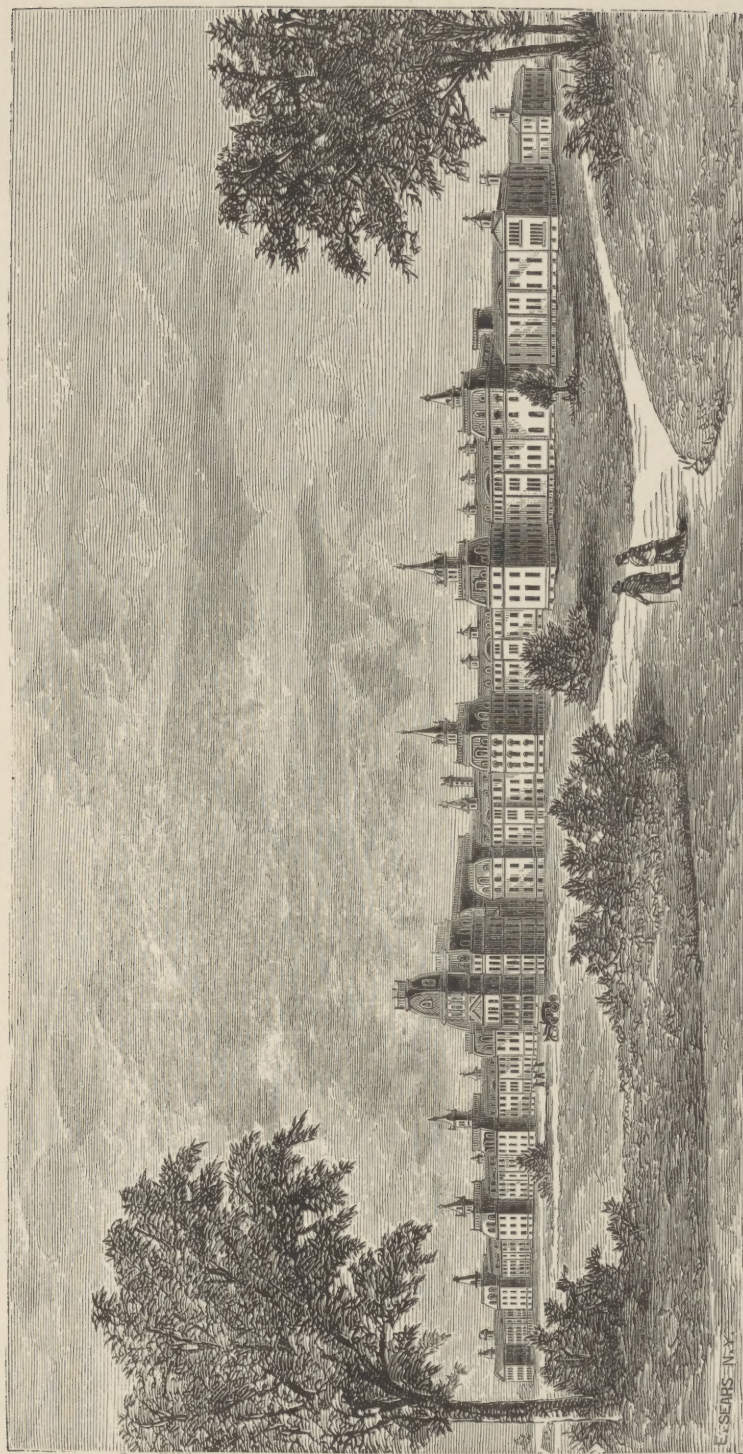
COLL. CAT.

WM

28

AN4

M858



STATE ASYLUM FOR THE INSANE, AT MORRISTOWN, N. J.

(PERSPECTIVE VIEW.)

JUN 27 1962



STATE ASYLUM FOR THE INSANE, AT MORRISTOWN, N. J.

(BIRD'S-EYE VIEW.)

✓

ACTS

FOR THE ORGANIZATION OF

THE STATE ASYLUM

FOR THE INSANE,

AT

MORRISTOWN, NEW JERSEY,

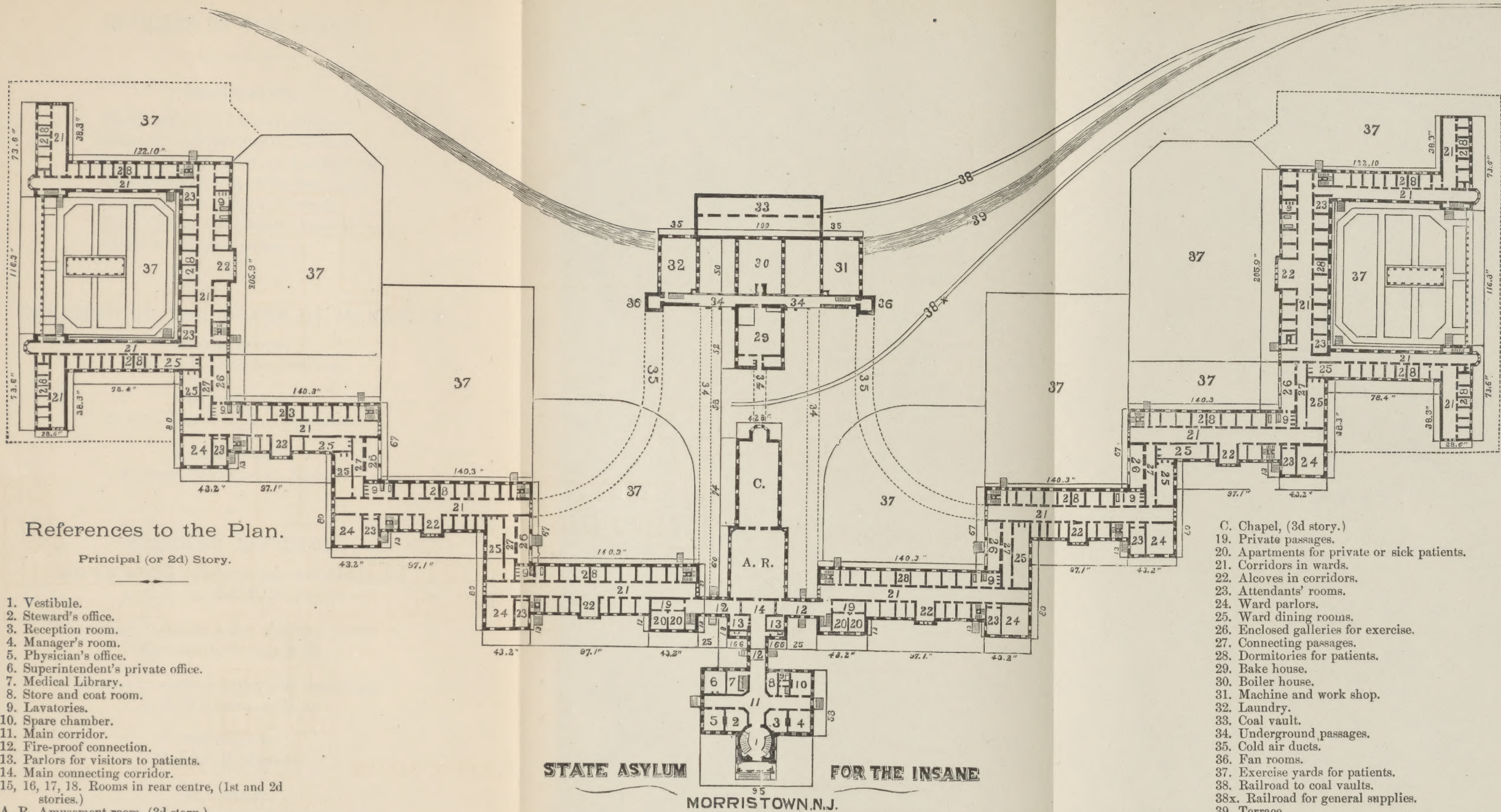
AND

BY LAWS

ADOPTED BY THE MANAGERS THEREOF.



NEWARK, N. J.:
PRESS OF WILLIAMS & PLUM,
1876.



References to the Plan.

Principal (or 2d) Story.

- 1. Vestibule.
- 2. Steward's office.
- 3. Reception room.
- 4. Manager's room.
- 5. Physician's office.
- 6. Superintendent's private office.
- 7. Medical Library.
- 8. Store and coat room.
- 9. Lavatories.
- 10. Spare chamber.
- 11. Main corridor.
- 12. Fire-proof connection.
- 13. Parlors for visitors to patients.
- 14. Main connecting corridor.
- 15, 16, 17, 18. Rooms in rear centre, (1st and 2d stories.)
- A. R. Amusement room, (3d story.)

- C. Chapel, (3d story.)
- 19. Private passages.
- 20. Apartments for private or sick patients.
- 21. Corridors in wards.
- 22. Alcoves in corridors.
- 23. Attendants' rooms.
- 24. Ward parlors.
- 25. Ward dining rooms.
- 26. Enclosed galleries for exercise.
- 27. Connecting passages.
- 28. Dormitories for patients.
- 29. Bake house.
- 30. Boiler house.
- 31. Machine and work shop.
- 32. Laundry.
- 33. Coal vault.
- 34. Underground passages.
- 35. Cold air ducts.
- 36. Fan rooms.
- 37. Exercise yards for patients.
- 38. Railroad to coal vaults.
- 38x. Railroad for general supplies.
- 39. Terrace.

OFFICERS OF THE ASYLUM.

MANAGERS.

FRANCIS S. LATHROP, Madison.
BEACH VANDERPOOL, Newark.
SAMUEL LILLY, M. D., Lambertville,
ANTHONY RECKLESS, Red Bank.
GEORGE A. HALSEY, Newark,
WILLIAM G. LATHROP, Boonton.
JOHN S. READ, Camden.

OFFICERS OF THE BOARD OF MANAGERS.

PRESIDENT,

FRANCIS S. LATHROP, Madison.

SECRETARY,

SAMUEL LILLY, M. D., Lambertville.

TREASURER,

EUGENE VANDERPOOL, Newark.

RESIDENT OFFICERS.

SUPERINTENDENT AND PHYSICIAN,

H. A. BUTTOLPH, M. D., LL. D.

FIRST ASSISTANT PHYSICIAN,

EDWARD E. SMITH, M. D.

SECOND ASSISTANT PHYSICIAN,

A. K. MACDONALD, M. D.

STEWARD,

MARTIN B. MONROE.

MATRON,

MISS MARY TABOR.

LAWS OF 1875-76.

— ♦♦ —

A FURTHER SUPPLEMENT TO THE ACT ENTITLED: "AN ACT TO PROVIDE ADDITIONAL ACCOMMODATIONS FOR THE INSANE OF THIS STATE," APPROVED MARCH THIRTY-FIRST, ONE THOUSAND EIGHT HUNDRED AND SEVENTY-ONE.

1. Appropriates \$900,000.

2. *And be it enacted*, That the asylum now in the course of construction and completion by the aforesaid commissioners, shall be known by the name, style and title of "The State Asylum for the Insane at Morristown, New Jersey," and that for the purpose of organizing the details connected with the opening of said asylum, and for the purpose of opening the same for the admission of patients as soon as practicable, the aforesaid commissioners are hereby constituted a board of managers for said asylum, until otherwise ordered, with all the powers and authority given by law to the managers of the "New Jersey State Lunatic Asylum," and that the said "The State Asylum for the Insane at Morristown, New Jersey," shall in all matters relating to the admission, treatment, continuance, and discharge of patients in and from the same, be subject to all the laws now in force relative to the said "New Jersey State Lunatic Asylum."

Name, title, and powers of commissioners as managers.

3. *And be it enacted*, That this act shall take effect immediately.

Approved March 10, 1875.

A FURTHER SUPPLEMENT TO THE ACT ENTITLED: "AN ACT TO PROVIDE ADDITIONAL ACCOMMODATIONS FOR THE INSANE OF THIS STATE," APPROVED MARCH THIRTY-FIRST, EIGHTEEN HUNDRED AND SEVENTY-ONE.

1. *Be it enacted by the Senate and General Assembly of the State of New Jersey*. That the board of managers of the New Jersey State Lunatic Asylum, and the board of managers of

Board of Managers empowered to make and enforce rules and regulations for apportionment and distribution between the asylums of patients, &c.

the State Asylum for the Insane at Morristown, New Jersey, be and they are hereby authorized, empowered and directed, by and with the consent of the Governor of this State, and in the manner hereinafter provided, to make, adopt and enforce rules and regulations for the apportionment and distribution to and between the said asylums of such insane persons as are now or may hereafter be sent to an asylum of this State by virtue of any law thereof, and for the removal of insane patients from either of the said asylums to the other, and from time to time to alter and repeal such rules and regulations as the public interest may require; and all rules and regulations so made, adopted and altered, and all repealers, as aforesaid, shall have the force and effect of public statutes and shall from time to time be published, as the said Governor shall direct.

Rules and regulations and each alteration or repeal to be submitted to each of the boards, and if adopted to be approved by the Governor.

2. *And be it enacted*, That each rule or regulation, and each alteration or repeal of pre-existing rules or regulations, which shall be proposed to be made and adopted under the first section of this act, shall be submitted in writing to each of the boards of managers aforesaid, and if adopted by a majority of the whole number of each board shall then be submitted in writing to the Governor of this State for his approval, and no rule or regulation, nor alteration or repeal of pre-existing rules or regulations, shall take effect without the same is approved in writing by the said Governor: in the event of a disagreement between the said boards respecting the adoption of any proposed rule or regulation, alteration or repeal aforesaid, the act proposed shall be submitted in writing to the Governor who shall decide in writing the adoption or rejection or modification thereof, and shall communicate his decision to the said boards; all rules, regulations, alterations and repeals aforesaid, approved or decided by the Governor as aforesaid shall be deposited in the office of the Secretary of State, and certified copies thereof under the seal of said Secretary shall be plenary proof thereof in all the Courts of this State.

Governor to decide in case of disagreement between the boards as to any rule, &c.

Rules &c., adopted to be filed with the Secretary of State.

Support and treatment of insane patient removed to the asylum at Morristown.

3. *And be it enacted*, That each insane patient who shall be removed to the State Asylum for the Insane, at Morristown, New Jersey, by virtue of the rules and regulations aforesaid, shall be there continued and treated, and until discharged

according to law shall be there supported by the same committee, relative, person, county or other corporation chargeable by law with such support, at the time of such removal, in the same manner and to the same extent as if such patient had not been so removed: and the expense of removing any patient to either asylum, shall be paid by the party chargeable by law as aforesaid, with his or her support, upon the order of the steward of the asylum to which such patient shall be removed, countersigned by the superintendent thereof.

To whom chargeable.

4. *And be it enacted*, That each insane patient admitted under said rules and regulations into the State Asylum for the Insane at Morristown, New Jersey, shall be supported there according to law by the committee, relative, person, county, or other corporation which would have been chargeable with the support of such patient if he or she had not been sent to an asylum, in the same manner and to the same extent as is now provided by law respecting insane patients in the New Jersey State Lunatic Asylum.

Support of such insane patient admitted, to whom chargeable.

5. *And be it enacted*, That the managers may take and hold in trust for the State any grant or devise of land, or any donation or bequest of money or other personal property to be applied to the maintenance of insane persons or the general use of the said asylum.

Managers may hold in trust for State any grant, &c.

6. *And be it enacted*, That said managers are hereby authorized to establish such by-laws as they may deem necessary and expedient for regulating the appointment of the officers hereinafter mentioned, and such other officers as they may find necessary, for fixing the conditions of admission, support and discharge of patients, and for conducting in a proper manner, the affairs and business of the institution, and to ordain and enforce a suitable system of rules and regulations for the internal government of said asylum; and they shall fix the compensation of said officers, by and with the consent of the Governor, which compensation shall be paid by the State Treasurer, on the warrant of the Comptroller.

May make by-laws for regulating the appointment of officers, &c.

7. *And be it enacted*, That the superintendent shall be the chief executive officer of the said asylum; he shall have the general superintendence of the buildings, grounds, and farm, with their furniture, fixtures and stock, and the direction and control of all persons therein, subject to the laws and

Powers and duties of superintendent.

regulations established by the managers; he shall daily ascertain the condition of the patients, and prescribe their treatment, in the manner prescribed in the by-laws; he shall appoint with the approval of the managers, so many assistants and attendants as he may think proper and necessary for the economical and efficient performance of the business of the said asylum, and to prescribe their several duties and places, and to fix, with the managers' approval, their compensation, and to discharge any of them at his sole discretion: but in every case of discharge, he shall forthwith record the same, with the reasons, under an appropriate head, in one of the books of the said asylum; he shall also have power to suspend, until the next monthly meeting of the managers, for good and sufficient cause, a resident officer; but in such case he shall give written notice of the fact, with its causes and circumstances, to one of the managers, whose duty thereupon shall be to call a special meeting of the board, to provide for the exigency: he shall also, from time to time, give such orders and instructions as he may judge best calculated to ensure good conduct, fidelity, and economy in every department of labor and expense; and he is authorized and enjoined to maintain salutary discipline among all who are employed by the institution, and to enforce strict compliance with such instructions, and uniform obedience to all the rules and regulations of the asylum; he shall cause full and fair accounts and records of all his doings, and of the entire business and operations of the institution, to be kept regularly from day to day, in books provided for that purpose, in the manner and to the extent prescribed in the by-laws: and he shall see that all such accounts and records are fully made up to the last day of October in each year, and that the principal facts and results, with his report thereon, be presented to the managers immediately thereafter; the assistant physician shall perform his duties, and be subject to the responsibility of the superintendent, in his sickness or absence.

Exemption
from jury duty
and military
service.

8. *And be it enacted.* That the resident officers of the said asylum, and all attendants and assistants actually employed therein, during the time of such employment, shall be exempt from serving on juries, and in time of peace, from all service in the militia: and the certificate of the superintendent shall be evidence of the fact of such employment.

9. *And be it enacted*, That the board of managers shall keep, in a bound book to be provided for that purpose, a fair and full record of all their doings; which shall be open at all times to the inspection of the Governor of the State, and all persons whom he or either house of the legislature may appoint to examine the same.

Board of managers to keep a record of all their doings.

10. *And be it enacted*, That the managers shall maintain an effective inspection of the said asylum, for which purpose one of them, or more, shall visit it at least once in every week; two or more, at least once in every month; a majority at least once in every three months; and the whole board once a year, at the times and in the manner prescribed in the by-laws; in a book to be kept for that purpose, the visiting manager or managers shall note the date of each visit, the condition of the patients, with remarks of commendation or censure, and all the managers present shall sign the same; the general result of these inspections, with suitable hints, shall be inserted in an annual report, detailing the past year's operations and actual state of the asylum; which the managers shall make to the Governor, on or before the fifteenth day of November in each year, to be by him presented to the legislature, accompanied with an annual report of the superintendent and treasurer.

Managers to visit the asylum and maintain an effective inspection of the same.

Result of inspection to be inserted in an annual report.

11. *And be it enacted*, That it shall be the duty of the resident officers to admit any of the managers into every part of the said asylum, and to exhibit to him or them, on demand, all books, papers, accounts and writings belonging to the institution or pertaining to its business, management, discipline or government; also, to furnish copies, abstracts, and reports, whenever required by the managers.

Duty of the resident officers.

12. *And be it enacted*, That the treasurer shall have the custody of all moneys, bonds, notes, mortgages, and other securities and obligations belonging to the said asylum; he shall open an account at one or more banks, to be approved by the managers, in his own name, as treasurer of the asylum, and he shall deposit therein all moneys, immediately on receipt thereof, and shall draw for the same only for the uses of the asylum, and in the manner prescribed in the by-laws, upon the written order of the steward, specifying the object of the payment; he shall keep full and accurate accounts of receipts

Powers and duties of the treasurer.

and payments, in the manner directed in the by-laws, and such other accounts as the managers may prescribe; he shall balance all the accounts on his books annually, on the last day of October, and make a statement of the balances thereon, and an abstract of the receipts and payments of the past year; which he shall, within two days thereafter, deliver to the auditing committee of the managers, who shall compare the same with his books and vouchers, and certify the correctness thereof, within the next three days, to the managers; he shall, further, render a quarterly statement of his receipts and payments, on the first Monday of February, May and August, in each year, to the auditing committee, who shall compare and verify the same as aforesaid, and report the results thereof, duly certified, to the managers, who shall cause the same to be recorded in one of the books of the asylum; he shall, further, render an account of the state of his books, and of the funds and other property in his custody, whenever required so to do by the managers.

Quarterly statements of receipts and payments to be made.

Powers given by law to the overseers of the poor in any township or city of this state to be vested in the treasurer of the state asylum at Morristown.

13. *And be it enacted*, That the treasurer of the State Asylum for the Insane at Morristown, New Jersey, shall be vested with the same powers, rights and authority which are now given by law to the overseers of the poor in any township or city of the State, so far as may be necessary for the idemnity and benefit of the said asylum, and for the purpose of compelling a relative, or committee, or guardian, to defray the expenses of a lunatic's support in the asylum, and reimburse actual disbursements for his necessary clothing and traveling expenses, according to the by-laws of the institution; also, for the purpose of coercing the payment of similar charges, when due from any county that is liable for the support of any lunatic in said asylum.

Further powers of the treasurer.

14. *And be it enacted*, That said treasurer shall also have authority to recover, for the use of the said asylum, any and all sums which may be due upon any note or bond in his hands belonging to the asylum; also, any and all sums which may be charged and due, according to the by-laws of the asylum, for the support of any patient therein, or who may have been therein, or for actual disbursements made in his behalf for necessary clothing and traveling expenses, in an action to be brought in said treasurer's name, as treasurer of the State

Asylum for the Insane, at Morristown, New Jersey, and which shall not abate, by his death or removal, against the individual, or county legally liable for the maintenance of said patient, and having neglected to pay the same, when demanded by the treasurer, in which action the declaration may be in a general indebitatus assumpsit, and judgment shall be rendered for such sum as shall be found due, with interest from the time of the demand made as aforesaid; said treasurer may also, upon the receipt of the money due upon any mortgage in his hands belonging to the asylum, execute a release, and acknowledge full satisfaction thereof, so that the same may be discharged of record.

15. *And be it enacted*, That the steward shall, under the direction of the superintendent, make all purchases for the said asylum, and preserve the original receipts thereof, and keep full and accurate accounts of the same, and copies of all orders drawn by himself upon the treasurer; he shall also, under like directions, make contracts, in the superintendent's name, with the attendants and assistants, and keep and settle their accounts; he shall also keep the account for the support of patients, and expenses incurred in their behalf, and furnish the treasurer every month with copies of such as fall due; he shall make quarterly abstracts of all his accounts to the last Monday of every January, April, July and October, for the treasurer and managers; he shall also be accountable for the careful keeping and economical use of all furniture, stores and other articles provided for the asylum, and shall, annually, during the third week in October, make out and furnish the managers with a true and perfect inventory, verified by oath, of all the personal property belonging to the asylum, in and about the premises, with an appraisal thereof, made under oath or affirmation, by himself and two suitable persons, whom the managers shall appoint for that purpose.

The Steward shall make all purchases, preserve original receipts, &c.

Shall make quarterly abstracts of all his accounts.

16. *And be it enacted*, That as soon as the said asylum shall be ready for the admission of patients the managers shall cause notice thereof to be published and also to be sent to the clerk of every county from which lunatics are entitled to be admitted under said rules and regulations, who shall transmit a copy thereof to the overseer of the poor of each township in their respective county; a circular from the superintendent

Managers shall give notice when the asylum is ready for the admission of patients.

shall accompany such notice to each county clerk and overseer of the poor, designating different days for the counties, severally, to send to the asylum their respective quotas of patients, and giving all necessary directions respecting admission and support, according to the by-laws.

Admission of patients.

17. *And be it enacted*, That no person shall be admitted into said asylum, as a patient, except upon an order of some court or judge authorized to send patients, without lodging with the superintendent—first, a request, under the hand of the person by whose direction he is sent, stating his age and place of nativity, if known, his christian name and surname, place of residence, occupation, and degree of relationship, or other circumstance of connection between him and the person requesting his admission; and second, a certificate dated within one month, under oath, signed by a respectable physician, of the fact of his being insane; each person signing such request or certificate shall annex to his name his profession or occupation, and the township, county and State of his residence, unless these facts appear on the face of the document.

Superintendent to make in a book kept for that purpose, a minute of name, &c. of each insane person and by whom brought, &c.

18. *And be it enacted*, That the superintendent shall make, in a book kept for the purpose, at the time of reception, a minute, with date, of the name, residence, office and occupation of the person by whom and by whose authority each insane person is brought to the said asylum, and have all the orders, warrants, requests, certificates, and other papers accompanying him, carefully filed, and forthwith copied into said book.

Provision in relation to each county entitled to send lunatics to the asylum.

19. *And be it enacted*, That each county entitled to send lunatics to said asylum, under said rules and regulations, may at all times keep such number of patients, in just proportion with other counties, as the asylum can accommodate, which proportion shall be regulated by the managers; if any one or more of the counties should not send their full proportion, the vacancies may be allotted by the managers to other counties so entitled having patients whom they may desire to send.

Proceedings in case any pauper, chargeable in a county entitled to send patients to said asylum may be insane.

20. *And be it enacted*, That whenever any pauper, chargeable in a county entitled to send patients to said asylum under said rules and regulations, may be insane, it shall be the duty of the overseer of the poor in the township wherein he resides, to make application in his behalf to any judge of

the court of common pleas of the county; and said judge shall call one respectable physician, and fully investigate the facts of the case, and if satisfied, after such examination, that the disease is of such a nature as may be cured, he shall issue a provisional order to such overseer, which shall be effectual when approved as hereinafter provided, requiring him without delay to take such insane pauper to said asylum, where he shall be kept and supported at the expense of the county in which is his residence, until he shall be restored to soundness of mind, if effected in three years; the judge, in such case, shall have power to compel the attendance of witnesses, and shall present the certificate of the physician, taken under oath, and other papers relating thereto, and a paper of the proceedings and decision, to the chosen freeholder, or freeholders, if there be but one by law or but one acting by reason of the death, sickness or other disability of the other, of the township where such lunatic is found, who shall examine the same, and if satisfied that said lunatic has a legal settlement in their county as defined by the act entitled "An act for the settlement and relief of the poor," approved April tenth, eighteen hundred and forty-six, and is entitled to the relief afforded by this act, shall endorse the word "approved" upon said certificate and proceedings, and shall sign their official names thereto; which said certificate and proceedings shall be filed with the clerk of the county, who shall forward to the superintendent of the asylum where such insane pauper is confined, copies of said proceedings and certificate authenticated by the clerk under seal of the court, and report the facts to the board of chosen freeholders, whose duty it shall be to raise the money requisite to meet the expenses of support, and, as soon thereafter as practicable pay it to the treasurer of the asylum; but if said freeholders shall not be satisfied as aforesaid, they shall endorse on said certificate and proceedings the words "not approved" and shall sign their official names thereto, and the same shall then be filed with the clerk of the board of chosen freeholders, and said lunatic shall not be admitted to the said asylum at the expense of the said county.

21. *And be it enacted*, That when a person residing in a county entitled to send lunatics to said asylum under said rules and regulations, and in indigent circumstances, not a pauper, Proceedings in case of person in indigent circumstances, not a pauper, becomes insane.

becomes insane, application may be made in his behalf to any judge of the court of common pleas of the county where he resides; and said judge shall call a respectable physician and other credible witnesses, and fully investigate the facts of the case, and, either with or without the verdict of a jury, at their discretion shall decide the case as to his insanity and indigence; and if the said judge make a certificate that satisfactory proof has been adduced, showing him to be insane, and his estate insufficient to support him and his family (or if he has no family, himself), under the visitation of insanity, on such certificate, authenticated by the county clerk, under the seal of the court, he shall be admitted into said asylum, and supported there, at the expense of said county, until he shall be restored to soundness of mind, if effected in three years; the said judge in such case shall have requisite power to compel the attendance of witnesses and jurors, and shall file the certificate of the physician, taken under oath, and other papers relating thereto, with a report of his proceedings and decision, with the clerk of the county, and report the fact to the board of chosen freeholders, whose duty it shall be to raise the money requisite to meet the expenses of support, and, as soon thereafter as practicable, pay it to the treasurer of the asylum; *provided, however*, that if such investigation be made without summoning a jury therein, the said certificate and proceedings shall be presented to the freeholder or freeholders of the township where such lunatic is found, who shall examine and proceed thereon in all respects and with the same force and effect as is provided in that behalf in the last preceding section of this act, and the clerk of said county shall, if said freeholders approve said certificate and proceedings, report the facts to the board of freeholders whose duty it shall then be to provide for the expenses of the support of said lunatic and to pay the amount as soon as practicable to the treasurer of said asylum.

Proviso.

Chosen freeholders authorized, and required to raise money in behalf of insane person in indigent circumstances, who shall have been sent by his friends, &c.

22. *And be it enacted*, That when an insane person residing in a county entitled to send lunatics to said asylum under said rules and regulations, and in indigent circumstances, shall have been sent to said asylum by his friends, who have paid his bills therein for six months, if the superintendent shall certify that he is a fit patient, and likely to be benefitted by remaining in the institution, the chosen freeholders of the

county of his residence are authorized and required, upon an application, under oath, in his behalf, to raise a sum of money sufficient to defray the expenses of his remaining there a year, and pay the same to the treasurer of said asylum; and they shall repeat the same for two succeeding years, upon like application, and the production of a new certificate each year, of like import, from the superintendent.

23. *And be it enacted*, That no person shall be admitted into said asylum for a shorter period than six months, except in special cases provided for in the by-laws.

No person to be admitted for a shorter period than six months

24. *And be it enacted*, That the managers may authorize the superintendent to admit, under special agreements, whenever there are vacancies in said asylum, such cases as may seek admission.

Admission under special agreements.

25. *And be it enacted*, That all town and county officers sending a patient to said asylum shall, before sending him, see that he is in a state of perfect bodily cleanliness, and is comfortably clothed, and provided with suitable changes of raiment, as prescribed in the by-laws.

Patient sent by town and county officers to be provided with suitable changes of raiment.

26. *And be it enacted*, That when a person shall have escaped indictment, or have been acquitted of a criminal charge upon trial, on the ground of insanity, upon the plea pleaded of insanity or otherwise, the court, being certified by the jury or otherwise of the fact, shall carefully inquire and ascertain whether his insanity in any degree continues, and if it does, shall order him in safe custody, and to be sent to the asylum prescribed by the rules and regulations aforesaid; the county from which he is sent shall defray all his expenses while there, and of sending him back, if returned; but the county may recover the amount so paid from his own estate, if he has any, or from any relative or county that would have been bound to provide for and maintain him elsewhere.

In case of a person who shall have escaped indictment, or been acquitted of a criminal charge on the grounds of insanity, the county shall defray all his expenses.

27. *And be it enacted*, That if any person in confinement, under indictment or for want of bail for good behavior, or for keeping the peace or appearing as a witness, or in consequence of any summary conviction, or by order of any justice, or under any other than civil process, shall appear to be insane, the judge of the circuit court of the county where he is confined shall institute a careful investigation, call a respectable physician and other creditable witnesses, invite the prosecutor of

Proceedings when any person in confinement or under indictment &c., shall appear to be insane.

the pleas to aid in the examination, and, if he shall deem it necessary, call a jury, and for that purpose is fully empowered to compel the attendance of witnesses and jurors, and if it be satisfactorily proved that he is insane, said judge may discharge him from imprisonment, and order his safe custody and removal to the asylum, prescribed by the rules and regulations aforesaid, where he shall remain until restored to his right mind; and then, if the said judge shall have so directed, the superintendent shall inform the said judge and the county clerk and prosecutor of the pleas thereof, whereupon he shall be remanded to prison, and criminal proceedings be resumed, or otherwise discharged; the provisions of the last preceding section, requiring the county to defray the expenses of a patient sent to the asylum, shall be equally applicable to similar expenses arising under this section and the one next following.

Persons charged with misdemeanors, and acquitted on the ground of insanity.

28. *And be it enacted*, That persons charged with misdemeanors, and acquitted on the ground of insanity, may be kept in custody and sent to the asylum, prescribed by said rules and regulations, in the same way as persons charged with crimes.

Price to be paid for keeping any person in indigent circumstances in the asylum.

29. *And be it enacted*, That the price to be paid for keeping any person in indigent circumstances in the asylum, exclusive of clothing, shall be annually fixed by the managers, and shall not exceed three dollars and fifty cents per week; but the managers may reduce the price, if they think proper, in behalf of one indigent patient from each county, if admitted within six months of the first attack of the disease, for one year, unless sooner cured.

Every insane person supported in said asylum shall be personally liable for his maintenance therein.

30. *And be it enacted*, That every insane person supported in said asylum shall be personally liable for his maintenance therein, and all necessary expenses incurred by the institution in his behalf; and the committee, relative, or county that would have been bound by law to provide for and support him, if he had not been sent to the asylum, shall be liable to pay the expenses of his clothing and maintenance in the asylum, and actual necessary expenses to and from the same.

Expenses of clothing and maintenance of a patient who

31. *And be it enacted*, That the expenses of clothing and maintenance in said asylum, of a patient who has been received upon the order of any court or judge, shall be paid by

the county from which he was sent to the asylum; the county collector of said county is authorized and directed to pay to the treasurer of the asylum the bills for such clothing and maintenance, as they shall become due and payable, according to the by-laws of the asylum, upon the order of the steward, countersigned by the superintendent; and the chosen freeholders of the said county shall annually levy and raise the amount of such bills, and such further sum as will probably cover all similar bills for one year in advance; said county, however, shall have the right to require every individual or county that is legally liable for the support of such patient, to reimburse the amount of said bills, with interest, from the day of paying the same.

has been received upon the order of any court or judge.

32. *And be it enacted*, That whenever the managers shall order a patient removed from the said asylum to the county whence he came, the collector of said county shall audit and pay the actual and reasonable expenses of such removal, as part of the expenses of said county; but if any person be legally liable for the support of such patient, the amount of such expenses may be recovered, for the use of the county, by said collector; if such collector neglect or refuse to pay such expenses on demand, the treasurer of the asylum may pay the same, and charge the amount to said county, and the county collector shall pay the same with interest; and the chosen freeholders of said county shall levy and raise the amount, as other county charges.

In case of the removal of a patient by order of the managers to the county whence he came, the Collector of said county shall pay the expense of such removal.

33. *And be it enacted*, That every township or county paying for the support of a lunatic in said asylum, or for his expenses in going to or from the same, shall have the like rights and remedies to recover the amounts of such payments, with interest from the time of paying such bills, as if such expense had been incurred for the support of the same, at other places under existing laws.

Township or county shall have right to recover amounts paid on account of any lunatics, &c.

34. *And be it enacted*, That none of the provisions of this act shall restrain or abridge the power and authority of the Court of Chancery over the persons and property of the insane.

Chancery powers over property of insane not abridged.

35. *And be it enacted*, That the said managers, upon the superintendent's certificate of a complete recovery, may discharge any patients, except those under a criminal charge, or liable to be removed to prison; and they may send back to the

Discharge of patients by managers on certificate of the Superintendent.

poorhouse of the county or township whence he came, any person admitted as "dangerous," who has been two years in said asylum, upon the superintendent's certificate that he is harmless, and will probably continue so, and not likely to be improved by further treatment in the said asylum; or when the asylum is full, upon a like certificate that he is manifestly incurable, and can probably be rendered comfortable at the poorhouse, they may also discharge and deliver any patient, except one under criminal charge as aforesaid, to his relatives or friends, who will undertake, with good and approved sureties, for his peaceable behavior, safe custody, and comfortable maintenance, without further public charge.

Patient of criminal classes how discharged.

36. *And be it enacted*, That a patient of the criminal class may be discharged by order of one of the justices of the Supreme Court, if, upon due investigation, it shall appear safe, legal and right to make such order.

No person to be discharged without suitable clothing.

37. *And be it enacted*, That no patient shall be discharged without suitable clothing, and, if it cannot be otherwise obtained, the steward shall, upon the order of two managers, furnish it; also money, not exceeding ten dollars, to defray his necessary expenses, until he reaches home.

Managers not to receive any compensation for services.

38. *And be it enacted*. That the managers of the State Asylum for the Insane, at Morristown, New Jersey, shall receive no compensation for their services; but they shall receive their actual traveling expenses, to be paid by the State Treasurer, on the warrant of the Auditor, on the rendering of their accounts; no court, judge, clerk or other officer shall receive any compensation for any services performed under this act.

All purchases to be for cash.

39. *And be it enacted*, That all purchases for the use of said asylum shall be made for cash, and not on credit or time; every voucher shall be taken duly filled up at the time it is taken; accompanying every abstract of vouchers for money paid, there shall be proof, on oath that the voucher was filled up and the money paid therefor, at the time the voucher was taken; and the managers shall make all needful rules to enforce the provisions of this section.

Terms "lunatic" and "insane" &c., defined.

40. *And be it enacted*, That the terms "lunatic" and "insane," as used in this act, include every species of insanity, and extend to all deranged persons, and to all of unsound minds, other than idiots; the words "asylum" and "institution"

mean State Asylum for the Insane, at Morristown, New Jersey; a word denoting the singular number is to include one or many; and every word importing the masculine gender only, may extend to and include females.

41. *And be it enacted*, That there shall be paid from the State treasury, in quarterly payments, and upon the warrants of the Comptroller, to the treasurer of the said asylum, the sum of one dollar per week toward the maintenance and keep of each indigent patient in said asylum, being the same amount now allowed by law to the State Lunatic Asylum at Trenton, for the same purpose.

Payment to be made by the state treasurer.

42. *And be it enacted*, That if the judge to whom application shall be made on behalf of any insane pauper shall be satisfied upon the examination of the case, made in the manner prescribed by the twenty-third section of this act, that such insane pauper cannot be provided for by the overseers of the poor of the township, or at the poorhouse of the township or county upon which he is chargeable, with comfort and without danger or prejudice to himself or others, the said judge shall order the said pauper to be removed to the said asylum, to be kept and supported in the manner and for the time in the said section mentioned.

When judge may order insane pauper to be removed to the asylum.

43. *And be it enacted*, That if the board of chosen freeholders of the county upon which any insane patient may be chargeable, shall at any regular or special meeting, request that such patient be continued at the said asylum for a period of time beyond the three years mentioned in this act, the said patient shall be kept and supported at said asylum for such period of time, at the expense of the said county, to be raised and paid in the manner prescribed by the said act: *provided*, that the said board of chosen freeholders may at any time revoke the said request: *and further*, that such patient may be discharged or sent back to the overseers of the poor, or to the poorhouse of the township or county whence he came, in the manner and for the reasons mentioned in the thirty-eighth section in this act.

Patient may be continued in asylum on request of Chosen Freeholders. &c

Proviso.

Proviso.

44. *And be it enacted*, That when any patient shall be removed from one of the said State asylums to the other, under the rules and regulations hereinbefore authorized and directed, it shall be the duty of the superintendent of the asylum from

Duty of the superintendents in case of the removal of any patient from one asylum to the other.

which he is removed, to deliver to the superintendent of the asylum to which he is removed, the official documents and papers under the authority of which the said patient was received and under which he is detained, and the said documents and papers shall be as full and ample authority for detaining such patient in the asylum to which he is removed, as if such patient had not been so removed.

45. *And be it enacted*, That this act shall take effect immediately.

Approved, April 13, 1876.

THE FOLLOWING COMPRISE A LIST OF THE ACTS OF THE
LEGISLATURE OF NEW JERSEY, REFERRED TO IN THE
FOREGOING ACTS.

“An act concerning idiots and lunatics.” Revision 1874;
Pam. 323.

“An act to provide for the organization of the State lunatic
asylum, and for the care and maintenance of the insane,”
approved February 23, 1847; Pam. 18.

Supplement, approved March 9, 1848; Pam. 213.

Supplement, approved March 1, 1849; Pam. 240.

Supplement, approved March 1, 1850; Pam. 157.

Supplement, approved March 7, 1867; Pam. 196.

Supplement, approved April 1, 1869; Pam. 1071.

Supplement, approved March 31, 1871; Pam. 68.

Supplement, approved March 17, 1874; Pam. 39.

“An act to authorize the establishment of the New Jersey
State lunatic asylum,” approved February 20, 1852; Pam. 74.

“An act relative to lunatic asylums,” approved March 30,
1855; Pam. 554.

Supplement, approved March 31, 1864; Pam. 623.

“An act relative to county lunatic asylums,” approved April
4, 1873; Pam. 138.

“An act to provide additional accommodations for the in-
sane of this State,” approved March 31, 1871; Pam. 72.

Supplement, approved February 28, 1872; Pam. 12.

Supplement, approved April 3, 1872; Pam. 62.

Supplement, approved March 5, 1873; Pam. 33.

Supplement, approved March 26, 1873; Pam. 66.

Supplement, approved March 3, 1874; Pam. 20.

Supplement, approved March 26, 1874; Pam. 96.

Supplement, approved March 10, 1875; Pam. 23.

Supplement, approved March 22, 1876; Pam. 60.

Supplement, approved April 13, 1876; Pam. 142.

RULES AND REGULATIONS
FOR THE
DISTRIBUTION OF PATIENTS
NOW IN THE
NEW JERSEY STATE LUNATIC ASYLUM.

Patients from
counties of—to
remain in New
Jersey State Lu-
natic Asylum.

All others to be
removed to the
State Asylum
for the Insane at
Morristown.

Proviso.

All insane patients now in the New Jersey State Lunatic Asylum, who have been sent to said asylum from the counties of Atlantic, Cape May, Cumberland, Salem, Gloucester, Camden, Burlington, Mercer, Ocean, Monmouth, Hunterdon, Somerset and Middlesex, shall remain in said asylum; and all patients now in said New Jersey State Lunatic Asylum who have been sent to said asylum from all the remaining parts of the State, shall be removed from said asylum to the "State Asylum for the Insane at Morristown;" *provided, however*, that the foregoing regulation shall apply only to insane persons who are supported, or to be supported, in said asylums at the public expense, and not to insane persons admitted, or to be admitted, therein under the special agreements authorized by law.

Patients to be
removed, where
to be delivered,
and how trans-
ported.

All insane persons to be removed hereunder shall be delivered by the superintendent of New Jersey State Lunatic Asylum into the custody of the superintendent of the State Asylum for the Insane at Morristown, for the purpose of such removal, at such railway stations near the asylum as may from time to time be agreed upon between the committees from the respective boards of managers of said asylums appointed for that purpose, and shall be thence transported to the State Asylum for the Insane at Morristown, at the charge and expense of the board of managers thereof.

RULES AND REGULATIONS

FOR THE

DIVISION AND APPORTIONMENT OF PATIENTS

HEREAFTER TO BE SENT TO THE

NEW JERSEY STATE LUNATIC ASYLUM

AND THE

STATE ASYLUM FOR THE INSANE AT MORRISTOWN, N. J.

All insane persons who may hereafter be sent to an asylum of this State by virtue of any law thereof, from the counties of Atlantic, Cape May, Cumberland, Salem, Gloucester, Camden, Burlington, Mercer, Ocean, Monmouth, Hunterdon, Somerset and Middlesex, shall be sent to and received into the New Jersey State Lunatic Asylum; and all such persons so sent from all other parts of the State shall be sent to and received into the State Asylum for the Insane at Morristown; *provided, however,* that the foregoing regulation shall apply only to insane persons who are supported, or to be supported, in said asylums at the public expense, and not to insane persons admitted, or to be admitted, therein under the special agreements authorized by law.

Patients from counties of—to be sent to State Lunatic Asylum

All others to State Asylum for the Insane at Morristown.

Proviso.

STATE OF NEW JERSEY,

DEPARTMENT OF STATE.

I, HENRY C. KELSEY, Secretary of State of the State of New Jersey, do hereby certify that the foregoing is a true copy of “rules and regulations” approved and ordered deposited in the office of the Secretary of State by the Governor, on the twenty-eighth day of July, A. D. eighteen hundred and seventy-six, as the same is taken from and compared with the original, now remaining on file and of record in my office.

Certificate of secretary of state.

In testimony whereof, I have hereunto set my hand and affixed my official seal, at Trenton, this twenty-eighth day of July, A. D. eighteen hundred and seventy-six.

[L. S.]

HENRY C. KELSEY,

Secretary of State.

BY-LAWS.

CHAPTER I.

1. The board of managers shall elect one of their number President of board. president, who shall continue in office until the next annual meeting after his election, and until a successor is appointed.

When the president is absent from a meeting, the members shall appoint a president, *pro tem*.

2. They shall elect one of their number secretary, who Secretary. shall attend all the meetings of the board: keep a record of their proceedings, and hold his office until the next annual meeting of the board. Should he be absent from a meeting, the board shall appoint a secretary, *pro tem*.

3. They shall appoint an auditing committee of two mem- Auditing committee. bers, who shall hold their places until the next annual meeting after their appointment.

4. They shall elect a treasurer, who shall hold his office Treasurer. during the pleasure of the board: shall execute a bond with approved sureties for the faithful performance of his duties, and, whenever required, shall attend the meetings of the board of managers.

5. Meetings of the board shall be held on the first Thurs- Meetings, time and style of day of each month, excepting in November, when the meeting shall be on the second Thursday of the month. The meetings in January, March, April, June, July, September, October and December, shall be styled monthly meetings. The meetings in February, May and August, shall be styled quarterly meetings; and the meeting in November shall be the annual meeting.

6. At the monthly meetings, three managers shall form a Quorum of managers. *quorum*, for the transaction of business, provided that no new work or materials shall be ordered, which will require the ex-

penditure of a greater sum than five hundred dollars, unless a majority of the whole board be present and assent thereto.

At all quarterly and annual meetings, a majority of the board shall be required for a *quorum* for business, and the adoption of any vote, resolution or other matter, involving the interests of the asylum, or the expenditure of money exceeding the sum of five hundred dollars, for any one object.

Special
meetings.

7. Special meetings of the board may be called by the president, at his discretion; and he shall call such meetings whenever two members shall make a request for the same.

Secretary's
duties.

8. The secretary shall give notice of all meetings to the members of the board in writing, by mail or otherwise, at such time previous to the time of meeting, as the president or the members at whose instance special meetings may be called, shall designate.

The secretary shall attend the annual, and other meetings of the board, and keep an accurate record of their proceedings.

Visitations by
managers.

9. One or more of the managers shall visit the asylum weekly; arrangements to secure such visits to be made by the members from time to time, for the purpose.

All the members present at any monthly or quarterly meeting, shall visit the several parts of the asylum, during such meetings, in order to become familiar with the workings of the institutions, its general condition, and the condition of the patients, and make such suggestions for the improvement of the asylum and its inmates, as their judgment may dictate.

Appointments
by managers.

10. The managers shall appoint a superintendent and treasurer; and it shall be the duty of the superintendent to recommend for appointment by the managers, all such other officers as the wants of the asylum may require.

Who to be
resident officers

All the above named officers, except the treasurer, shall be denominated resident officers, and shall reside in the asylum, or in buildings on the grounds, appropriated to them.

Tenure of office.

11. The several officers appointed by the managers shall hold their offices during the pleasure of the board: and the superintendent and treasurer shall not resign their office without giving the managers, at least, three months' notice; nor the other officers, without giving the superintendent a like notice.

12. No member of the Board of managers shall be accepted as bondsman for any officer, contractor, or employee of the said asylum. Manager not to become bondsman.

CHAPTER II.

SUPERINTENDENT'S DUTIES, &c.

1. The superintendent shall be a well educated physician, and shall be the chief executive officer of the asylum. Superintendent qualification of.

2. He shall have the general superintendence of the buildings, grounds and farm, with their furniture, fixtures and stock; and the charge, direction and control of all the patients, and other persons therein, subject to the laws and regulations established by the managers. Powers.

3. He shall daily, and as much oftener as may be necessary, visit or ascertain the condition of the patients; and shall prescribe such medical, moral and physical treatment, as may be best adapted to their relief. Duty to patients

4. He shall cause to be kept a record of the name, sex, age, place of nativity and residence, civil state, and profession or occupation of each patient; also, as far as can be ascertained, the dates and history of each patient's disease, the time when received, and when removed, and whether cured or improved, whether eloped or dead; and, if dead, from what cause, together with any other facts and circumstances in each case, useful or usual, in the statistical records of such an institution. Record of cases.

5. He shall, also, keep or cause to be kept, a record of the medical and other treatment adopted, with a statement of its effects, in each case deemed important. Record of treatment.

6. He shall receive all communications relating to the concerns of the asylum, and shall attend to and direct all correspondence, causing a record to be kept of such parts as he may judge necessary. Correspondence

7. He shall determine, under the general direction of the managers, which of the officers heretofore named, it may be necessary to appoint, and what attendants and other assistants are necessary to be employed, together with their respective To appoint attendants.

places and duties; contract with them to perform the services required of them, on such conditions and for such wages, subject to the managers' approval, as he shall deem expedient.

To enforce
by-laws.

8. He shall constantly see that all persons thus employed by and under him, and all subordinate officers appointed by the managers, perform faithfully the duties required of them; and to this end shall give such instructions as are necessary to enable them to carry out the by-laws of this institution.

May discharge
subordinates.

9. He shall be authorized to discharge from service any person employed by him, upon their request, or whenever he shall cease to be satisfied in respect to the performance of their duties; but in every case of such discharge, he shall forthwith record the same, with the reasons, under an appropriate head, in the books of the asylum.

Suspension of
resident officers

10. He shall, also, have power to suspend until the next monthly meeting of the managers, for good and sufficient reasons, a resident officer; but in such case, he shall give written notice of the fact, with its causes and circumstances, to the president, or (in his absence or inaccessibility), to one of the managers, whose duty thereupon shall be to call a special meeting of the board to provide for the exigency.

To make quar-
terly statement
to managers.

11. At each monthly meeting of the board of managers, he shall exhibit all the records of the institution; and, at every quarterly meeting, he shall give a brief written statement of its condition, mentioning the number of patients received and discharged during the three months last past, with such remarks as he may deem necessary or useful.

Annual report.

12. At each annual meeting of the managers, he shall present a tabular view of the institution for the year, with full and minute details from the records, and accompanying it with a condensed report of other interesting facts and circumstances illustrating its condition, management and prospects.

Account to
treasurer for
money.

13. All moneys advanced for pay-patients, or otherwise collected or received by the superintendent, or by persons employed by him, and belonging to the asylum, shall be immediately paid over to the treasurer thereof, or account for it to him.

Assistant Phy-
sician's duties.

14. The assistant physician shall perform his duties, and be subject to the responsibilities of the superintendent in his sickness, absence or other cause preventing his performing his duties.

CHAPTER III.

DUTIES OF THE TREASURER.

1. The treasurer shall have the custody of all deeds, moneys, bonds, notes, mortgages and other securities and obligations belonging to the asylum; he shall open an account at one or more banks, to be approved by the managers, as treasurer of the asylum, and he shall deposit therein all moneys immediately on receipt thereof, and shall draw for the same only for the uses of the asylum, and in the manner prescribed in the by-laws, upon the written draft of the steward, specifying the object of the payment, and accompanied by a duplicate bill of particulars; he shall keep full and accurate account of receipts and payments, in the manner directed in the by-laws, and such other accounts as the managers may prescribe; he shall balance all the accounts on his books annually, on the last day of October, and make a statement of the balances thereon, and an abstract of the receipts and payments of the past year, which he shall, within two days thereafter, deliver to the auditing committee of the managers, who shall compare the same with his books and vouchers, and certify the correctness thereof, *within the next three days* prior to the annual meeting, to the managers; he shall further render a quarterly statement of his receipts and payments on the first Monday of February, May and August, in each year, to the auditing committee, who shall compare and verify the same as aforesaid, and report the results thereof, duly certified to the managers, who shall cause the same to be recorded in one of the books of the asylum; he shall further render an account of the state of his books, and of the funds and other property in his custody, whenever required so to do by the managers.

Duties of treasurer.

Accounts of treasurer, when to be rendered.

2. He shall give bonds for the faithful performance of his duties, in the sum of ten thousand dollars (\$10,000), with such sureties as shall be approved by the managers, which bond shall be placed in the custody of the president of the board of managers.

Bonds of treasurer.

3. He shall receive, hold and disburse, under the direction of the managers, all the moneys which may be granted by the legislature for current expenses, or obtained from other sources, for the use of the asylum, and at the annual meeting, or

Further powers and duties of treasurer.

oftener, if required by the managers, he shall exhibit an account of his receipts and expenditures, with all the vouchers therefor; and it shall be his duty in presenting his annual report to call the attention of the managers to any matter or thing connected with the finances of the institution, that, in his opinion, require examination or change.

Vouchers to be taken and filed.

4. He shall, on paying any bill or order of the steward, take a voucher for such payment, and file the same in his office, and shall enter in his books, under the proper heads of expenditure, the sums paid by him out of the treasury.

Orders and bills

5. All orders of the steward paid by the treasurer, shall be accompanied by a bill of particulars, specifying the object of the payment and countersigned by the superintendent.

Payment of salaries, &c.

6. He shall collect quarterly the amount of all salaries of officers of the asylum, which are payable by the State, from the State Treasurer on warrant drawn by the Comptroller, and pay the same to the persons entitled to receive the same, by check payable to their order, taking also a separate receipt therefor, to be submitted with his annual account to the managers.

CHAPTER IV.

DUTIES OF ASSISTANT PHYSICIANS.

To reside in asylum.

1. The assistant and second assistant physicians shall be well educated physicians, and shall constantly reside in the asylum.

One to be for men, the other for women.

One of them, at the discretion of the superintendent, shall have the special charge of the division of the house for men, and the other for women; but it shall be the duty of each, when requested, to give such attention to the patients under the care of the other, as to know generally of their history, personal and medical, their names and situation in the house; that they may be able at all times to supply each others places at the request of the superintendent, or in any emergency arising from sickness or absence from the institution.

To know each case.

To supply each others places when requested

Visitation of patients.

2. The assistant physicians shall visit all the patients in their respective divisions once each day, in the morning and to such extent as may be required during the day or evening afterward, carefully observing the condition and wants of those under medical treatment, and see that all have proper

To note what and see.

food, clothing and bed clothing, occupation or exercise and amusements, and constantly exert such moral influence over them as will tend to promote their comfort and recovery.

3. They shall see that the attendants and assistants are faithful and kind; attentive to the wants of the patients and vigilant in the discharge of their duties, and they shall report immediately to the superintendent, all instances of misconduct or neglect of duty observed by them, or of which they may receive information.

Duties as to the attendants, report neglect, &c.

4. For the due performance of the duties enjoined in the foregoing sections, they shall spend much time in their respective divisions: shall be in constant communication with the supervisors, attendants and assistants, and carry out the plans and instructions of the superintendent in the best manner they are able.

Shall be in their respective divisions.

5. They shall see that the medicine prescribed for the patients to be put up by the apothecary, or in his absence by themselves, is ready at the appointed hour, and that it is properly administered, and for the purpose of being informed of the wants of patients for medical and other care, in a timely manner, through the supervisors or attendants, who may make reports: they shall be in the apothecary room as often as possible at the regular periods, when medicine is dispensed therefrom, particularly at the morning and evening hours, when additions to, or modifications of the medical treatment are the most frequently required.

Medicines.

When to be in the apothecary room.

6. They shall, also, report to the superintendent, daily in a book kept for the purpose, the general condition of their respective divisions, and the particular state of such patients as may be sick, or greatly excited, and of those requiring restraint, removal, or any change.

Keep daily reports of cases, and report to the superintendent.

7. They shall keep the records of cases of the patients in their respective divisions, describing the important symptoms, changes and circumstances connected therewith. They shall, also, see that the records of admissions and discharges are accurately kept, and that the closing history of each case or discharge, is properly written out.

Keep records of cases and of patients admitted and discharged, also closing history, &c. of each case.

8. They shall attend to the warmth, cleanliness and ventilation of their respective divisions, and superintend the use of the baths.

Attend to warmth, &c., also to baths.

Attend to visitors, &c.

9. They shall attend to visitors when necessary, and shall always be ready to perform whatever services may be required of them by the superintendent, and under his direction, shall assist in conducting the correspondence with the friends of patients.

Assist in the correspondence.

When to visit all patients.

10. When requested by the superintendent, they shall visit the entire establishment: see all the patients and learn their condition and treatment.

Duties of third and fourth assistants.

11. The third and fourth assistants, when appointed, shall aid the assistant and second assistant in the performance of their duties, and during their absence or disability, act for them, subject always to the direction of the superintendent.

CHAPTER V.

DUTIES OF THE APOTHECARY.

Apothecary to reside in asylum Who to be.

1. The apothecary shall constantly reside in the asylum, and the place may be filled by a professed apothecary, or by a physician or medical student.

Prepare and put up the medicines under direction, &c.

Under the direction of the superintendent and assistant physicians, he shall prepare and put up the medicines prescribed, and make such records thereof as are required. He

Keep apothecary room in order &c.

shall keep the apothecary room, and room for medical stores in order; wait upon visitors, copy and direct letters; keep the

Keep weather tables, &c.

weather tables, visitors' book, account of absences, and perform such other services as may be required of him by the

General duties.

superintendent and assistant physicians.

Where to take his meals.

2. He shall take his meals in one of the wards for patients, and exert what moral influence he can to secure their comfort and welfare.

CHAPTER VI.

DUTIES OF THE STEWARD.

Steward to give bond.

1. The steward shall execute a bond, with sufficient sureties, to be approved by the managers, in the penalty of three

thousand dollars, conditioned that he will faithfully discharge the duties of his office, and pay over and account for all moneys that shall come into his hands and belonging to the asylum; which bond shall be executed to the treasurer of the asylum, and filed in his office.

2. He shall, under the direction of the superintendent, make all purchases for the asylum, and preserve the original receipts thereof, and keep full and accurate accounts of the same, and copies of all orders drawn by himself upon the treasurer; he shall also, under like directions, make contracts in the superintendent's name, with the attendants and assistants, and keep and settle their accounts; he shall also, keep the account for the support of patients, and expenses incurred in their behalf, and furnish the treasurer every month with copies of such as fall due; he shall make quarterly abstracts of all his accounts to the last Monday of every January, April, July and October, for the treasurer and managers; he shall also, be accountable for the careful keeping and economical use of all furniture, stores and other articles provided for the asylum, and shall annually, during the third week in October, make out and furnish the managers with a true and perfect inventory, verified by oath, of all the personal property belonging to the asylum, in and about the premises, with an appraisal thereof, made under oath or affirmation, by himself and two suitable persons whom the managers shall appoint for that purpose.

Powers and duties.

Accounts to be kept and rendered quarterly.

3. He shall furnish copies of all accounts (which become due to the institution) to the treasurer, monthly, and oftener if requested so to do by that officer.

Monthly accounts.

4. In all cases of purchases by him, he shall require duplicate bills, on one of which he shall endorse an order upon the treasurer to pay the amount of the bill, and on the other take a receipt for the order given by him on the treasurer.

Bills and orders.

5. No order of his shall be paid by the treasurer, unless it is accompanied with the bill of items for the payment of which the order was given, nor unless the bill or order was countersigned or endorsed "approved," by the superintendent.

Orders on treasurer to be countersigned by the superintendent.

6. He shall keep one of the duplicate accounts with the copy of the order on the treasurer, in every such case of purchase by him, and make the proper entries under the appropriate head of expenditure in his books.

File duplicate bill.

Petty expenses,
how paid.

7. The treasurer may, from time to time, advance to the steward on his own order, specifying that it is to pay petty current expenses, a sum not exceeding five hundred dollars (\$500). He shall keep an accurate account in detail of all such expenses paid out of the sums so advanced to him by the treasurer, and shall settle the same monthly, or oftener, if required. Such account shall be examined and approved by the superintendent before it is settled by the treasurer, and a copy thereof, with vouchers for all sums exceeding five dollars (\$5), shall be filed with the treasurer.

Farther ad-
vances, &c., for
petty expenses.

8. He shall account for each sum of five hundred dollars (\$500), which he shall thus receive, before a further advance shall be made to him as aforesaid.

To hire, dis-
charge and pay
attendants.

9. In the name of the superintendent, and by his direction in each case, and not otherwise, he shall hire attendants and assistants, and agree with them for their wages; and by like direction, he shall dismiss them when unfaithful, negligent or incompetent; and shall keep and settle their accounts.

Observe and re-
port conduct of
subordinates.

10. He shall constantly observe the conduct of all persons employed in subordinate stations; see that in all respects, they do their duty, and report to the superintendent any instance of negligence, misconduct or abuse that he may observe, or of which he may be informed.

Specific duties.

11. Under the general direction of the superintendent, he shall attend to the business of the farm, stock, garden, grounds, fences and out-buildings, and see that they are always kept in good order.

Police and regu-
lations.

12. He shall also, assist in maintaining the police of the establishment, shall see to the opening and closing of the house; and that the attendants and assistants rise and commence business immediately after the ringing of the morning bell, and that they retire at a proper hour at night; that the bell be rung at proper times; that the fires are regularly kindled and extinguished as directed, and that the warmth, cleanliness and ventilation of the house be attended to.

Elopers, &c.

13. He shall go in search of elopers, shall observe the conduct of inmates at the religious and other meetings; and when in the wings and at all times, shall exert what influence he can to promote the comfort and recovery of the patients.

14. He shall cause to be kept, an account of the clothing of the male patients when they enter and leave the asylum, and see that it is properly marked and preserved by the attendants. Patients clothes

15. He shall also, receive visitors, give them all suitable information, and accompany them to such parts of the building and grounds as are open for examination. Attention to visitors.

CHAPTER VII.

DUTY OF THE MATRON.

1. The matron, under the general direction of the superintendent, shall have the charge of the domestic concerns of the institution; frequently inspect every department, and thus assist to secure the neat and orderly arrangement of the whole house, as well as faithfulness in the discharge of duty, of all persons engaged in subordinate trusts. Matron to have charge of domestic concerns

2. She shall have the more immediate care of the female patients, and that part of the building occupied by them. She shall be present on their admission to the institution and learn from their friends, the superintendent, and from personal observation, the general character of their disease and symptoms. She shall be accountable for their clothing, entering or causing to be entered in a book kept for that purpose, a list of the articles brought, and see that they are properly marked and preserved by their attendants. Care of female patients, clothes, &c.

3. She shall have frequent intercourse with the female patients, devise judicious occupation and amusements for them; attend particularly to the wants of the sick; and in every way, endeavor to promote the comfort and recovery of all. Devise occupation and amusements for patients.

4. She shall see that the female attendants are diligent in the discharge of their duties, often instruct them as to the manner of their performance; that they are uniformly kind and pleasant to patients, discreet and regular in their deportment, and that they observe all the regulations of the asylum. Observe and instruct attendants.

5. That the superintendent may be acquainted with the character and wants of each case, under her care, she shall Shall inform Superintendent.

communicate her knowledge of any fact or circumstance, important to their medical or moral treatment.

Accompany superintendent.

6. She shall often accompany the superintendent in his regular visit to the wing occupied by the women, and occasionally to that occupied by the men, as well as to the various domestic offices of the house, with the view of securing the faithful service of all persons employed, the neatness and good order of their respective departments, and the comfort and welfare of the whole household.

Account of manufactures.

7. She shall keep an account of the various articles manufactured for the house, and shall have charge of fancy articles made by the patients, and for sale.

CHAPTER VIII.

DUTY OF THE ASSISTANT MATRON.

Assistant matron, general duties of.

1. The assistant matron shall assist the matron in conducting any of the affairs belonging to her department, when requested, and shall report to her or to the superintendent, any instance of neglect or abuse of patients, by their attendants, or of waste and extravagance in any department of the institution, with which she is acquainted.

Attend to new patients.

2. She shall learn the peculiarities of all the female patients when they are admitted, see that they are properly bathed if required for the purpose of cleanliness, or if prescribed by the physician as a remedial means, and endeavor to soothe their anxieties arising from their being left in the care of strangers, or other cause.

Oversee dining rooms, and service of food.

3. She shall take her meals in one of the halls with the patients, or afterwards, if engaged at the time; shall see that their meals are served at the time required by the rules of the house, that patients are prepared to attend promptly at the dining rooms when the bell rings, that good order is preserved at the table, that their food is of good quality, and that they are properly attended while eating.

Attend to furniture, patient's clothes, &c.

4. She shall assist in the care of the bedding and other furniture of the house; also in the care of patient's clothes,

when they enter and leave, and see that they are properly washed, ironed, repaired and distributed to their respective halls, while they remain in the institution.

5. Under the direction of the matron, she shall prepare and distribute the materials used in giving employment to the female patients, and have the general charge of their work, as well as the reception and delivery of articles requiring repairs, and sent to the work room for that purpose. Oversee work-room.

6. She shall see that the sick are treated with the greatest care and tenderness, that their wants or the prescriptions of the physicians are attended to, and shall take charge of the necessary arrangements for the burial of the dead. Attend to sick.

7. When not otherwise engaged, she shall assist in the exercise and amusements of the patients, and constantly exert herself, to promote their comfort and welfare. Assist in exercise and amusements of patients.

CHAPTER IX.

DUTY OF SUPERVISORS OF DEPARTMENTS.

1. There are four departments for men and four for women, corresponding to the several stories of the wings of the building, and the halls or wards connected with them. Building how divided.

2. Each of these departments shall have a supervisor, or first attendant, whose duty it shall be, in addition to the other duties of an attendant, to have a general charge of the whole department; to see to the administration of medicine, and to communicate with the physicians in reference to the conditions and wants of the patients, and to the steward all damages done by them. Each to have a supervisor or first attendant. Duties of

3. They shall attend specially to the sick—see that they are treated with great care and kindness; receive the orders of the physicians, and see that they are faithfully executed. It shall be their duty to instruct new attendants in their duties, and see that they are industrious and kind. Attend specially to the sick. To instruct new attendants.

They shall assist in the arrangement for the burial of the dead, and be ready at all times to attend to any extra service required of them by the superintendent. Assist in the burial of dead, &c.

To pay particular attention to the new patients

4. They shall pay particular attention to new patients: see that they are properly introduced and informed about the establishment, that their fears are quieted by kindly attention and friendly assurances, and that the violent and suicidal are carefully watched.

See that Halls are kept properly.

5. They shall also see that the halls are properly supplied with furniture and articles for use, and shall often communicate with the physicians respecting the patients, and inform them of the changes in their condition that require attention, and of those likely to be benefited or injured by exercise, labor, amusements or by attendance upon religious services.

Inform the physicians of changes in patients.

Aid in schools, &c.

6. They shall also aid about schools, exhibitions and meetings, and in all things endeavor to carry into successful operation the plans of the superintendent. They shall visit each division of their respective departments several times each day, for the purpose of making themselves thoroughly familiar with the condition and wants of the individuals of their charge.

Visit each division how often.

CHAPTER X.

DUTY OF THE ATTENDANTS AND ASSISTANTS.

DUTY TO OFFICERS.

Attendants, &c. respectful to officers.

1. All persons employed in the asylum, shall accustom themselves to speak well of the officers and the institution, and treat the former, on all occasion, with politeness and respect.

Receive instruction kindly.

2. They must expect an unceasing observation of the manner of performing their respective duties, and receive the suggestions of an officer in regard to deficiencies or improvements, kindly and without offence.

CHAPTER XI.

DUTY TO EACH OTHER AND THEMSELVES.

Self-respect enjoined.

1. In the first place, self-respect is enjoined upon all. Each one is responsible in his or her department, and should be ambitious to do their duties to entire acceptance.

2. Their dress shall always be neat and clean; and they shall avoid all gross or vulgar habits. The men shall not wear hats within doors, nor go in shirt sleeves. None shall indulge in loud talking or laughing, nor use profane or vulgar language; nor play at any game with one another; or with patients, excepting at the superintendent's direction.

Dress and manners.

3. They shall treat each other with politeness and attention, cherish a high sense of moral obligation, and remember that a calm, cheerful deportment befits their employment.

Treatment of each other.

CHAPTER XII.

DUTY TO THE INSTITUTION.

1. It shall be the duty of all persons employed at the asylum to fulfil their engagements scrupulously as to time of service, and duty to be performed, agreeably to their respective contracts, and no one shall discontinue service, without giving at least thirty days' notice in writing to the superintendent or steward.

Manner of service.

2. The attendants and assistants shall devote the whole of their time to the asylum. They shall receive no compensation besides their regular wages for any service or labor—nor shall any officer, attendant or assistant, be directly or indirectly interested in the purchase of any article for the use of the asylum—nor receive any present or gratuity from any person dealing with the asylum; nor from any patient; nor from any visitor—nor sell any thing to a patient.

Time of service.

Gratuities for bidden.

3. The attendants and assistants shall never leave the asylum without permission from the superintendent or a resident officer under his direction, and shall always return by half-past nine o'clock in the evening, unless leave be expressly given to stay out longer; application for leave of absence, must be made several hours before leaving.

Leave of absence, how obtained.

4. It shall be the indispensable duty of the attendants and assistants to secure the perfect and systematic neatness of the asylum, and of its inmates. For this purpose, all parts of the

Cleanliness enjoined.

building, and all furniture are to be frequently inspected, and any offensive odor, shall be evidence of neglect, or want of timely care.

Patient's wards private.

5. The attendants shall never give up a key, nor let any person into the halls without permission of a resident officer; and no male attendant without such permission, shall enter a female apartment.

Doors locked at night.

6. The attendants shall see that the doors of the halls and rooms, and all doors connected with the centre building, are locked at bed time; and such lights shall be kept through the night as are required by the superintendent. Visiting from one hall or department to another, without business, shall be deemed a violation of duty, and shall not be practised without special permission from the superintendent, in each case.

Visiting from ward to ward prohibited.

CHAPTER XIII.

DUTY OF ATTENDANTS TO PATIENTS.

Manner to patients.

1. The attendants shall treat the patients with uniform attention and respect; greet them with friendly salutations and exhibit such other marks of kindness and good-will, as evince interest and sympathy. They shall speak in a mild persuasive tone of voice, and never address a patient coarsely or by a nickname.

Daily duties.

2. On rising in the morning, the attendants shall see that each patient, confided to his or her care, is washed, hair combed, clothes brushed, and that they are decently dressed for the day, in season for breakfast. Attention shall also be given to the person and dress of each individual during the day, as often as required by disorder, or any want of cleanliness.

The beds are to be properly aired in the morning, and well made; the rooms, halls and stairs carefully swept, and the floors, walls and windows washed when required.

The morning work shall be completed, and the house ready for inspection, in every part, by half-past nine o'clock, from April to September, both inclusive, and by ten o'clock during the rest of the year.

3. The patients are ever to be soothed and calmed when irritated; encouraged and cheered when melancholy and depressed. They shall never be pushed, collared or rudely handled. To induce them to move, gentle persuasive measures only shall be used; when these fail, information shall be given to the superintendent, or if he be absent, to the assistant physicians, or steward. Mildness enjoined.

4. When attendants receive insult and abusive language, they must keep cool, forbear to recriminate, threaten, or dictate in the language of authority. *Violent hands shall never be laid upon patients under any provocation, and a blow shall never be returned.* Sufficient force to prevent them from injuring themselves or others, shall always be applied gently. Attendants shall, as far as possible, maintain their authority by kindness of manner, and dignity of deportment. Kindness enjoined.

5. Attendants shall never apply any restraining apparatus to a patient, except by order of the superintendent, or of a resident officer. Restraint.

6. One attendant shall always be in each hall with the patients, and shall not leave under any circumstances until relieved. Neither shall the attendants retire to their rooms while the patients are in the halls, except for the purpose of adjusting their own clothes. From the time that patients rise in the morning until they retire at night, they are to be constantly under the supervision of the attendants, who shall endeavor to keep them tidy and warm, prevent improper conduct, bad postures, and to instruct, comfort and amuse them by talking to them, reading to them, and the like. Time of service.

7. At meals, one or more attendants shall always be present to carve, to distribute the food, and to see that every one has a proper supply, and that they take it in a proper manner. Food how served.

Care shall also be taken that no patient carry away a knife, fork, or other article from the table, and the knives and forks shall be counted after each meal to prevent any from being lost.

8. Attendants shall never place in the hands of patients, or leave where they can obtain any razor, knife, rope, cord, medicine, or any dangerous weapon or article. Neither shall they deliver any letter or writing from or to a patient without permission of the superintendent, nor retain in their possession, Dangerous weapons.

Suicidal.

any writing of a patient. The clothes of suicidal patients, and every dangerous article shall be removed from their rooms at night, and each attendant shall always know where every one is of those committed to their charge.

Coachman,
duty of.

9. When patients ride out, the driver shall see that they do not leave the carriage, nor communicate with persons casually met, nor deliver letters, packages or messages, nor procure weapons, tobacco, or any other articles. He is not to stop and do errands for himself or others, without permission of the superintendent. When patients walk out with an attendant, he shall keep them together, and observe the same rules and precautions as the driver; he shall also particularly avoid going near railroads, canals, precipices, rivers, wells, machinery or other dangerous places.

Medicine, how
obtained and
given.

10. Attendants or supervisors shall go to the office for medicine half an hour before each meal, and see that the whole is taken at the time and in the manner directed. Each cup shall be marked with the patient's name; and to prevent patients from helping themselves to medicine, within one hour from the time of taking the cups from the office, they shall be cleaned and returned. In going to and from the office, attendants shall not delay in the passage, nor hold any other conversation than to report to the superintendent or assistant physicians, changes in the state of the patients, which they are always to do immediately.

To report dama-
ges, &c.

11. All damages done by patients, and all their wants as to clothes and other articles, necessary to put these rules in practice, shall be reported *daily* to the superintendent, steward or matron, until they are repaired or obtained.

Preserve order.

12. When patients engage in controversy or any improper or exciting topic of discourse, the attendants shall, in the gentlest manner, interfere and check them; should other means fail, and if the quiet and good order of the apartment cannot otherwise be preserved, one or two of the loudest talkers may be placed in their rooms for a short time; but in such cases the superintendent or assistant physician shall be informed immediately. The conduct and conversation of patients shall not be spoken of to visitors, nor reported by attendants when abroad.

13. Attendants shall look particularly to the comfort of patients in their special charge, visit them late at night and early in the morning; and in speaking to patients, of the officers, they shall inculcate respect and confidence in their management. Special attendants.

14. Every patient shall be in charge of some responsible individual at all times, unless permitted to be at large by the superintendent. The person who takes a patient from one of the halls, shall be responsible for their safe keeping until returned to the same, or entrusted by a resident officer to the care of another person; and no patient shall be permitted to go out of the wings, except in conformity to the directions of the superintendent. Responsible for patients.

15. Food shall not be carried to the rooms of patients, nor shall any one be absent from the regular meals, except in case of sickness or high excitement, without permission of a resident officer. Food, how served.

CHAPTER XIV.

DUTIES OF THE OVERSEERS OF THE WASHING AND IRONING ROOMS.

1. The overseer of the washing department shall see that the articles to be washed are properly collected, carefully washed, dried and sent to the ironing-rooms, taking especial care that none are lost. Duty of the overseer of washing room

2. The overseer of the ironing-rooms shall see that the clothes and other articles delivered to them from the washing-rooms, are properly ironed, mended and correctly distributed according to the lists furnished. Duty of the overseer of ironing room.

CHAPTER XV.

DUTIES OF THE ENGINEER, SUPERINTENDENT OF STEAM HEATING AND VENTILATING, OVERSEER OF GAS WORKS, SHOPS, &c.

1. The engineer and superintendent of steam heating, &c., and the overseers of the various shops, as carpenter, shoemaker, Duties of engineer, &c.

tailor, plumber, painter, upholster, &c., who have the special charge of shops, or particular branches of business, shall be men practically acquainted and thoroughly trained in the business of their several callings; shall see that proper use is made of all materials and tools furnished them; that none are lost or taken from the shops without the direction of an officer, and that good order and faithfulness is maintained by those employed, and that no articles are made and no new business undertaken, but by the order of the superintendent.

When patients
sick what to do.

When patients are sick, they must be carefully attended to and not suffered to go away, or to carry from the shops anything not belonging to them, and at all times and in all circumstances are to be treated with respect and kindness.

Prevent visits of
attendants, &c.

2. Each overseer of a shop will prevent the visits of attendants and assistants, and other company, unless accompanied by an officer, or by permission of an officer.

Violation to be
reported.

Any violation of this rule is to be immediately reported to the superintendent.

CHAPTER XVI.

DUTIES OF THE OVERSEERS OF THE KITCHEN AND BAKERY.

Duties of over-
seers of kitchen
and bakery.

1. The overseers of the kitchen and bakery shall see to the safe keeping and economical use of all the supplies furnished to those departments. They shall see that the food is well cooked and properly distributed, and that nothing is wasted; that no extra or unusual articles are sent into the wings except by order of the physicians; that there is no unnecessary or improper conversation carried on with those in the wings; that there is no rude, noisy or improper conversation or conduct, by those engaged in these departments.

Nothing to be
sent to wings
except by order,
&c.

What to guard
against.

In such an establishment where there are large quantities of provision, and many persons employed, constant vigilance will be necessary to guard against the feeling on the part of some, that it is of no consequence if articles are lost or wasted: that

they belong to the State and are possessed in abundance. Any remark of this kind, or indicating such feeling, should be made known at once to the superintendent.

Remarks to be reported to the Superintendent

CHAPTER XVII.

DUTIES OF THE GARDENER, FARMER AND CARRIAGE DRIVER.

1. To the gardener is assigned the special care of the gardens, green-house and garden tools. To the farmer, the farm and stock of all kinds, and the farm teams and utensils. To the carriage driver, the horses not used on the farm, the carriages and harness: the latter shall follow the directions of the superintendent in detail, in regard to his duty as carriage driver or coachman.

Duty of gardener.

Duty of farmer.

Duty of carriage driver.

2. It shall be the duty of each to have everything committed to their charge, attended to in the best manner. They shall see that the tools, carriages, harness, &c, are kept in good order and repair; that nothing is lost, and that everything is kept in its proper place.

Their several duties.

3. They shall follow the directions given to the overseer of shops, in respect to the care of patients that assist them, and be careful that none work too hard, in the rain, or in a way likely to injure them. This will also be observed by all who have the care of patients at work.

Follow the directions given to the overseers of shops in respect to care of patients, &c.

CHAPTER XVIII.

DUTY OF THE WATCHMAN.

1. The watchman shall commence his services each night at nine o'clock, when he shall come to the office for such directions as may be given to him by the physicians or steward.

Watchman, time of service.

After ringing the bell in the morning, his duty shall cease until the time for dinner; after dinner, his services shall belong to the institution until sunset, when he shall be released

until nine o'clock. During his term of service, he shall be constantly awake, faithful and vigilant in the discharge of his duty.

Manner of
service.

2. He shall pass regularly through and around the asylum, or such parts of it as he may be directed, for the purpose of observing all occurrences, attending to the fires during the night and in the morning, and guarding against danger therefrom. In his walks, he shall be as silent as possible, and when passing through or around the house, he shall have no light, except in a lantern. If fire is discovered, he shall immediately notify the officers and attendants, but not give a general alarm.

Attend to pa-
tients, &c.

3. He shall visit such of the male patients, at their rooms or otherwise, and administer such medicines as may be directed, and also make such notes of the nightly occurrences, as may be required by the superintendent.

CHAPTER XIX.

DUTY OF THE WATCHWOMAN.

Time and man-
ner of service.

1. The watchwoman shall have the general charge of the wing occupied by the women, and be subject to the same general directions in regard to the time of service, the care of patients, and all the nightly occurrences of her department, as the watchman.

CHAPTER XX.

DUTIES OF THE FIREMEN.

Number to be
employed.

1. The number of men employed as firemen in care of steam boilers at boiler house, and used for generating steam for warming and ventilating the building, for power, in the kitchen, laundry, &c., will vary with the season of the year; like men in other departments, they will be under the general charge of the superintendent, but the more immediate and particular charge of the engineer.

Under whose
charge to be.

2. During the terms of daily and nightly service, they shall be faithful and vigilant in attending to the fires, in keeping boilers properly supplied with water, and promptly report to the engineer, or in his absence, to the superintendent, all damages to the various fixtures and machinery under their care, and repair the same, so far as is practicable and necessary at the time. Duties of the firemen.

3. They shall also maintain systematic order and neatness in their department, perform all the service required of them cheerfully, and never leave their post of duty until they are regularly relieved by a substitute. Further duties, &c.

CHAPTER XXI.

STATED HOURS FOR MEALS, Etc.

1. The morning signal for rising, shall be given at five o'clock, A. M., in May, June, July and August; at half-past five in March, April, September and October; and at six in November, December, January and February. Morning signal.

All persons who have duties to perform in the institution, shall rise in the morning at the signal given. Time for rising.

2. Breakfast shall be placed upon the table precisely one hour and a half after the signal; *i. e.*, in Summer, at half-past six o'clock, in Spring and Autumn, at seven, and in Winter, at half-past seven. Dinner shall be served uniformly at half-past twelve, and tea at six, P. M., during the year. Time for meals.

3. The asylum shall be closed at ten o'clock every night, at which time the attendants and assistants shall all retire to their apartments. Time of closing house at night.

CHAPTER XXII.

ATTENDANCE UPON RELIGIOUS SERVICES.

1. Sunday shall be observed as a Sabbath or day of rest and quiet, at the asylum. Asylum closed on Sunday.

The buildings and grounds shall not be exhibited to visitors on this day; nor shall any visitors be admitted into the halls or rooms of patients or attendants.

Religious
service.

2. All persons employed in the asylum who are well, and can be spared from their duties, shall attend religious services in the chapel on the Sabbath.

Attendance of
patients.

3. The attendance of patients on religious worship, shall be under the direction of the superintendent.

CHAPTER XXIII.

MISCELLANEOUS RULES.

Spirits and
tobacco
prohibited.

1. No officer, attendant or assistant, while connected with the asylum, shall at any time use distilled spirits or intoxicating liquor of any kind, at home or abroad; nor use tobacco, or smoke a cigar or pipe about the premises, or procure them for any patient, except by direction of the superintendent in each case.

Visitors.

2. No company shall be admitted into the halls occupied by the patients, except by express permission of the superintendent. All other parts of the asylum may be exhibited by other resident officers, under such restrictions as the superintendent shall direct.

When and how
admitted.

3. Strangers and others may be permitted to visit the asylum, with such restrictions as the superintendent may prescribe, between the hours of 10 o'clock and 12 M., or 2 and 4 P. M., daily, *except* Sundays.

CHAPTER XXIV.

ADMISSION OF PATIENTS.

Order or war-
rant filed.

1. Whenever a patient is sent to the asylum by the order of any court, justice, or judge, the order or warrant, or a copy thereof, by which such person is sent, shall be lodged with the superintendent.

Cleanliness.

2. Each patient, before admission, shall be made perfectly clean, and be free from vermin, or any contagious or infectious disease.

3. Each male patient shall be provided with at least two new shirts, a new and substantial coat, vest and pantaloons, of strong woollen cloth, two pair of socks, a black cravat, a good hat or cap, and a pair of new shoes or boots, together with a comfortable outside garment. Clothing for men.

4. Each female patient, in addition to the same quantity of under garments, shoes and stockings, shall have a flannel petticoat, two good dresses, also a cloak or other outside garment. In case the patient is so much excited as not to admit of being thus clothed, other clothing that can be kept on, that is comfortable, and in sufficient quantity, with a change thereof, may be substituted. Clothing for women.

It is very desirable that extra and better apparel should be sent with those accustomed to it, that when they become better, and when they attend religious worship, walk or ride out, their self-respect may be preserved.

In all cases, the patient's best clothing should be sent—it will be carefully preserved, and only used when deemed necessary for the purposes above mentioned.

Jewelry, and all superfluous articles of dress, knives, etc., etc., Jewelry, &c. should be left at home, as they are liable to be lost.

5. A written history of the case should be sent with the patient, and, if possible, some one acquainted with him should accompany him to the asylum, from whom minute, but often essential particulars, may be learned. History of case.

6. The price of board, including washing, mending and attendance, for all who are supported at public charge, is three dollars and fifty cents per week. For private patients, or those supported by themselves or their friends, the price varies from five to ten dollars, according to the trouble and expense incurred, and according to their ability to pay. Higher prices are paid by a special agreement with the superintendent, for extra attention and accommodations. Payments required to be made quarterly, in advance, from date of admission. Terms of admission.

7. A bond, with satisfactory sureties, will be required for the payment of the board and expenses, and for the removal of the patient when discharged, of all persons, excepting those sent at the expense of the counties. Bond, &c.

Those who bring friends, should be prepared to give such a bond, and if *strangers, bring evidence of their responsibility.*

CHAPTER XXV.

FORMS AND DIRECTIONS FOR ADMISSION, &c.,
OF PRIVATE INSANE PATIENTS.*

FORM OF REQUEST.

*To the Superintendent of the "State Asylum for the Insane,
at Morristown, N. J."*

The undersigned, of the _____ of _____ in the County
of _____ is desirous of placing in the "State Asylum for
the Insane at Morristown, N. J.," and hereby requests the ad-
mission therein of _____ a resident of the _____ of
_____ in the County of _____ who is aged _____ years, and has
been _____ is a native of _____ in the State of
and is _____ of the undersigned.

Dated, _____ 18 _____

* Application for admission of patients, if made by letter, should be
addressed to the Superintendent, Post Office Address, Morris Plains, N. J.

FORM OF CERTIFICATE OF INSANITY BY A PHYSICIAN.

I, _____ Physician of the _____ of _____ in the
County of _____ do certify that I have examined into the
state of health and mental condition of _____ of the
of _____ in the County of _____ and that _____ is, in
my opinion, insane, and a fit subject to be sent to the "State
Asylum for the Insane at Morristown, N. J."

Dated, _____ 18 _____

FORM OF BOND.

Whereas, _____ of _____ in the county of _____
an insane person, has been admitted as a patient into "The
State Asylum for the Insane, at Morristown, N. J.":—

Now therefore, We, the undersigned, in consideration there-
of, jointly and severally, bind ourselves to the treasurer of

said asylum, to pay to him, and his successors in office, the sum of dollars and cents per week, for the care and board of said insane person, as long as shall continue in said asylum, with such extra charges as may be occasioned by requiring more than ordinary care and attention; and also to provide with suitable clothing, and pay for all such necessary articles of clothing as shall be procured for by the steward of the asylum; and to remove from the asylum whenever the room occupied by shall be required for a class of patients having preference by law, or whenever shall be required to be removed by the managers or superintendent; and also to pay all expenses incurred by the managers or superintendent in sending said patient to friends, in case one or either of us shall fail to remove said patient when required to do so as aforesaid: and if shall be removed, at the request of friends, before the expiration of six calendar months after reception, then to pay board for twenty-six weeks, unless shall be sooner cured, and also to pay, not exceeding fifty dollars, for all damages may do to the furniture or other property of said asylum, and for reasonable charges in case of elopement, and funeral charges in case of death; such payments for board and clothing to be made quarterly in advance from date of admission, and at the time of removal, with interest on each bill from and after the time it becomes due.

In Witness Whereof, we have hereunto set our names this
 day of in the year 18

Name, _____

Residence, _____

P. O. Address, _____

Name, _____

Residence, _____

P. O. Address, _____

Signed and Sealed in presence of _____

CHAPTER XXVI.

FORMS AND DIRECTIONS FOR ADMISSION, &c., OF
INDIGENT AND PAUPER INSANE PATIENTS.

FORM OF ORDER, &c., FOR JUDGE.

I, A. B., one of the Judges of the Court of Common Pleas of the county of _____, and State of New Jersey, do hereby report that application has been made to me on behalf of C. D., a resident of the (township, ward or borough) of _____, in said county, alleged to be insane, [and in indigent circumstances, or a pauper as the case may be], and that pursuant to the act of the Legislature in such cases made and provided. I have called before me Dr. _____, a respectable physician, and other credible witnesses, to wit: [state their names] and having examined them, and fully investigated the case, and not deeming it necessary to call a jury, I do hereby decide and certify that satisfactory proof has been adduced before me, showing the said C. D. to be an insane person, and that _____ has not sufficient estate or means to support _____ under said visitation of insanity.

Given under my hand at _____ in the county and State aforesaid, this _____ day of _____, in the year of our Lord one thousand eight hundred and _____.

A. B.

CERTIFICATE OF PHYSICIAN.

—County, ss:—I, A. B., being duly sworn according to law, do certify and declare that I have examined into the state of health and mental condition of C. D., of the (township, ward or borough) of _____, of said county of _____, and that I am of opinion that _____ is insane.

A. B., *Physician.*

Sworn and subscribed to before me, this _____ day of _____
A. D. 18 _____

A. B., *Judge, etc.*

The Chosen Freeholder or Freeholders of the township, ward or borough, must then endorse the above order and certificate as follows, "Approved," and sign his or their names as the Chosen Freeholder or Freeholders of the (township, ward or borough) of _____ and county of _____

CERTIFICATE OF THE COUNTY CLERK.

State of New Jersey, }
 County, . } ss.

I, A. B., Clerk of the county of , do hereby certify that the foregoing is a true copy of the report and certificate of one of the judges of the Court of Common Pleas of said county, in the case of , and also the certificate of Dr. , thereunto appended, as filed in my office: that the foregoing is a true copy of the endorsement thereon, and that (A. B. and C. D.) whose name signed to the said endorsement of approval, member of the Board of Chosen Freeholders of said (township, ward or borough), in said county, and that said signature in proper handwriting.

In witness whereof, I have hereunto set my hand and seal of office, at , this day of , A. D 18

A. B. Clerk.

[L. S.]

INDEX.

LAWS.

	PAGE	3.	LIST OF MANAGERS AND OFFICERS.
	PAGE	5.	LAW OF 1875,
SEC. 1.	"	"	Appropriation of \$900,000.
" 2.	"	"	Commissioners constituted managers with their powers, also name and title of the Asylum.
" 3.	"	"	Act when to take effect.
	"	"	LAW OF 1876.
" 1.	"	"	Managers empowered to make and enforce rules and regulations for apportionment and distribution between the asylums of patients, &c.
" 2.	"	6.	Each rule and regulation, and each alteration or repeal to be submitted to each of the Boards of Managers, and if adopted, to be approved of by the Governor, and not to take effect until so approved.
" "	"	"	Governor to decide in case of disagreement between the Boards of Managers as to any rule, &c.
" "	"	"	Rules, &c., adopted to be filed with the Secretary of State.
" 3.	"	"	Insane patients, support and treatment of, when removed to the Asylum at Morristown.
" "	"	7.	" " To whom chargeable.
" 4.	"	"	" " When admitted, support of, to whom chargeable.
" 5.	"	"	Managers may hold in trust for State any grant, &c
" 6.	"	"	" may make by-laws for regulating the appointment of officers, &c.
" "	"	"	" may fix compensation, with consent of Governor.
" 7.	"	"	Superintendent, powers and duties of.
" "	"	8.	" may suspend resident officers.
" "	"	"	" to cause accounts to be kept.
" 8.	"	"	Resident officers, &c., exempt from jury duty and militia service.
" 9.	"	9.	Managers to keep a record of all their doings.
" 10.	"	"	" to visit the Asylum and maintain an effective inspection of the same.
" "	"	"	" to insert their result of inspection in an annual report.
" 11.	"	"	Resident officers, duty of the.
" 12.	"	"	Treasurer, powers and duties of the.
" "	"	10.	" to make quarterly statements of receipts and payments.

- SEC. 13. PAGE 10. Treasurer, powers given by law to overseer of the poor, &c., to be vested in the.
- “ 14. “ “ “ further powers of the, authorized to collect money.
- “ 15. “ 11. Steward, to make all purchases, preserve original receipts, &c.
- “ “ “ “ “ to make quarterly abstracts of all his accounts.
- “ 16. “ “ Managers to give notice when asylum is ready for the admission of patients.
- “ 17. “ 12. Patients, how admitted.
- “ 18. “ “ Superintendent, to make minute of name, &c., in a book.
- “ 19. “ “ Patients, apportionment of, to counties.
- “ 20. “ “ Pauper insane, how sent.
- “ 21. “ 13. Indigent “ “ “
- “ “ “ 14. Proviso, in regard to same.
- “ 22. “ “ Indigent insane, how supported after six months.
- “ 23. “ 15. Admission of patients, not to be less than six months.
- “ 24. “ “ “ “ under special agreement.
- “ 25. “ “ Patient sent by town and county officers to be provided with suitable raiment, and to be clean.
- “ 26. “ “ Person acquitted of criminal charges, or who has escaped indictment on ground of insanity, county to defray expenses, &c.
- “ 26. “ “ “ under indictment, or in confinement, &c., shall appear to be insane, proceedings when any.
- “ 28. “ 16. “ charged with misdemeanors and acquitted on the ground of insanity, may be sent to asylum.
- “ 29. “ “ Price to be paid for keeping the poor and indigent insane patients.
- “ 30. “ “ Patients, and all relatives, &c., to be liable for their maintenance.
- “ 31. “ “ “ expenses, clothing, and maintenance of, who has been received upon order of any court, or judge, to be paid by whom.
- “ 32. “ 17. “ in case of removal of, by order of managers, who to pay expenses of such removal.
- “ 33. “ “ “ township or county shall have right to recover amount paid on account of.
- “ 34. “ “ “ Chancery powers over property of, not abridged.
- “ 35. “ “ “ who have recovered, how discharged.
- “ 36. “ 18. “ of criminal classes, “ “
- “ 37. “ “ “ not to be discharged without suitable clothing.

- SEC. 38. PAGE 18. Managers not to receive any compensation for services.
- “ “ “ “ “ expenses of, how to be paid.
- “ “ “ “ Judge, court nor clerk to receive any compensation for services done under this act.
- “ 39. “ “ Purchases for Asylum to be in cash.
- “ 40. “ “ Act, meaning of terms “Lunatic” and “Insane” used in.
- “ 41. “ 19. State Treasurer to pay quarterly to Treasurer of Asylum, the allowance made by the State.
- “ 42. “ “ Patient, when judge may order, to be removed to Asylum.
- “ 43. “ “ “ may be continued in Asylum on request of the Chosen Freeholders.
- “ “ “ “ Proviso in regard to same.
- “ “ “ “ “ “ “
- “ 44. “ “ Superintendent, duty of, in case of removal of patients from one Asylum to the other.
- “ 45. “ 20. Act, when to take effect.
- “ 21. LIST OF ACTS REFERRED TO IN THE FOREGOING ACTS RELATIVE TO INSANE AND ASYLUMS.
- “ 22. RULES AND REGULATIONS FOR THE DISTRIBUTION OF PATIENTS NOW IN THE “NEW JERSEY STATE LUNATIC ASYLUM.”
- “ 1. “ “ Patients from counties of—to remain in the “New Jersey State Lunatic Asylum.”
- “ “ “ “ “ all other, to be removed to the “State Asylum for the Insane at Morristown, N. J.”
- “ “ “ “ Proviso in regard to same.
- “ 2. “ “ Patients, to be removed, where to be delivered, and how transported.
- “ 23. RULES AND REGULATIONS FOR THE DIVISION AND APPORTIONMENT OF PATIENTS, HEREAFTER TO BE SENT TO THE “NEW JERSEY STATE LUNATIC ASYLUM,” AND THE “STATE ASYLUM FOR THE INSANE AT MORRISTOWN, N. J.”
- “ 1. “ “ Patients from counties of—to be sent to “New Jersey State Lunatic Asylum.”
- “ “ “ “ “ all other, to the “State Asylum for the Insane at Morristown, N. J.”
- “ “ “ “ Proviso in regard to same.
- “ “ “ “ Certificate of Secretary of State.

BY-LAWS.

CHAP. I.	PAGE	25.	Organization and Meetings of Board of Managers.
" II.	"	27.	Superintendent, duties of the.
" III.	"	29.	Treasurer, " "
" IV.	"	30.	Assistant Physicians, duties of the.
" V.	"	32.	Apothecary, " "
" VI.	"	"	Steward, " "
" VII.	"	35.	Matron, " "
" VIII.	"	36.	Assistant Matron, " "
" IX.	"	37.	Supervisors of Departments, duties of the.
" X.	"	38.	Attendants and Assistants, duties of the, to officers.
" XI.	"	"	Attendants and Assistants, duties of the, to each other and themselves.
" XII.	"	39.	Attendants and Assistants, duties of the, to the institution.
" XIII.	"	40.	Attendants and Assistants, duties of the, to patients.
" XIV.	"	43.	Overseers of the Washing and Ironing room, duties of the.
" XV.	"	"	Engineer, Superintendent of Steam Heating and Ventilating, Overseer of Gas Works, Shops, &c., duties of the.
" XVI.	"	44.	Overseers of Kitchen & Bakery, duties of the.
" XVII.	"	45.	Gardener, Farmer and Carriage Driver, duties of the.
" XVIII.	"	"	Watchman, duties of the.
" XIX.	"	46.	Watchwoman, duties of the.
" XX.	"	"	Firemen, duties of the.
" XXI.	"	47.	Meals, stated hours for.
" XXII.	"	"	Religious services, attendance upon.
" XXIII.	"	48.	Miscellaneous Rules.
" XXIV.	"	"	Patients, admission of.
" XXV.	"	50.	Patients, admission of, forms and directions for, private insane.
" XXVI.	"	52.	Patients, admission of, forms and directions for, indigent and pauper insane.